

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution**Date:** July 28, 1997**From:** S. Laffoon**Subject:** LIMS Team Meeting Minutes for 7/24/97**Attendees:** C. Ament, S. Laffoon, F. Logan, R. Lipps, J. Sampson, J. Wickham**Business Conducted:**

- J. Sampson reported that he gave divisional presentations to PTL and ITD.
- The following schedule was set for M. Goffman's first visit:

Date	Start Time	Finish Time	Location	Attending
Tuesday, July 29	8:00	12:30	A1 Conference Room (Initial Briefing)	LIMS Team
	2:00	3:00	Product Research Division	F. Logan, J. Wickham
	3:00	4:30	Information Technology	J. Wickham, R. Lipps
Wednesday, July 30	8:00	9:00	T4 Conference Room (Planning/Review)	LIMS Team
	9:00	12:00	Analytical Research Division	C. Ament, J. Sampson, J. Wickham
	1:00	4:00	Product Testing Laboratory	S. Laffoon, J. Sampson, R. Buckner
Thursday, July 31	8:00	9:00	T4 Conference Room (Planning/Review)	LIMS Team
	9:15	10:15	OC/T3W, Semi-works	S. Laffoon, J. Sampson
	10:30	12:00	Product Integrity	E. Carmines
	1:00	2:30	T2 Conference Room (Wrap-up)	LIMS Team

Action Items:

- J. Sampson will follow up on the confidentiality agreement from legal and the consultant PO (C. Ellis signed both documents on Friday, July 25).
- S. Laffoon will contact semi-works to set up a brief tour for Thursday, July 31

Next Meeting:

Date: July 29, A1 Conference Room, 8:00 - 12:30

Agenda: Initial Briefing for M. Goffman

Distribution:

Ament, C.	Koller, K.	Mazur, C.
Callahan, P.	Lipps, R.	Sampson, J.
Carmines, E.	Lisbon, D.	Wickham, J.
Good, B.	Logan, F.	

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